

WHAT THE BID PROPOSAL SHOULD INCLUDE

This General Bid Proposal Lineup outline is provided as a guide to LGAs in developing their bid document. Many will find it similar to the NCDOT Division POC document with some revisions to make it more applicable to LGA work. This is only a guide but LGAs are encouraged to follow these recommendations.

Cover Sheet – Should include basic project data such as the LGA name, county, TIP number, brief project description, advertisement date, expected completion date, time and date of bid opening, where to return the bid, and the general notice as shown on the example. Many LGAs also include a place for the bidder's name and address.

Instruction to Bidders – Instructions are included for bidders to know the process to prepare and submit a bid. The LGA may use their own version as long as it does not add requirements to the project. Conflicting requirements, which NCDOT cannot approve, may include pre-approval by the LGA, pre-licensing, or adding local MBE/WBE requirements.

Table of Contents – Not required, but many LGAs include this, as does NCDOT.

Standard Notes - The list of standard notes that must appear in every Type 1 Federal or State funded project. These notes shall not be changed or modified. Notes should be inserted as close to the front of the document. The notes do not take the place of any special provision that may be required but cover important information that all bidders should know.

General Provisions – This section includes provisions for: Dates of Availability, Completion Times, Intermediate Contract Times, Liquidated Damages, Delays of Entry on a parcel, Pre-Bid or Pre-Construction meetings, Permit Moratoriums, and possible conflicts with other construction in the area. This type of information is important to Contractor's operations and his bottom line. NCDOT tries to include these details near the front of the bid proposal so the information doesn't get lost among the technical provisions.

This section may also include Major Items, Fuel & Asphalt Prices or a provision advising the bidders adjustments do not apply. There will also be a DBE (Federal) or MBE/WBE (State) provision with a goal for the bidder to attain. There are normally not pay items linked to the general provisions. Local administrative procedure would also be included in this section.

Roadway Provisions - There are many provisions available for use by LGAs, which have already been written by NCDOT. These are special provisions to cover items that are not covered in the NCDOT specifications book such as ADA compliant curb ramps, shoulder treatment, curbs, and other items listed as SP on the estimate. These provisions should always have an associated

pay item or a statement that the work is included in other items of the contract. There is a link to the NCDOT Technical Provisions on the Main Page.

Proprietary items, although these should be limited, must be justifiable to the Department and FHWA for their use. Include them in this section.

The LGA is reminded that re-printing portions of the Standard Specifications for the convenience of the contractor and inspector is not allowed. The CSDU office and the Division office will not review or approve bid documents that include these. The LGA will be asked to remove these prior to approval.

Unit Provisions – Following the roadway provisions would be provisions specific to a type of work. These are referred to as unit provisions such as structures, utilities, erosion control, or lighting. Specialized subcontractors perform much of this type of work so it is preferable to keep these provisions separate from the general contractor type work. As noted above, this section may include items that are not found in NCDOT specifications.

Standard Special Provisions - These are provisions that are familiar to most contractors that have previously worked on an NCDOT project. These appear in most proposals and include required information such as the Errata, Plant and Pest Quarantines, Training, Bid Bonds, DBE/MBE/WBE subcontractors, and execution of bid forms. It also includes FHWA 1273, which is a compilation of the federal requirements for all projects with federal funding.

Permits with cover sheet – If required, all permits for a project should be included in the proposal prior to advertisement. The Z-1 sheet is a summary of all permits that apply to the project. NCDOT designates some areas with an asterisk that the Contractor will not be responsible to do. An example may be organizing a pre-construction meeting or filing of the final paperwork. The permit should be reviewed and marked as such.

Item Sheets - The following should be included on the bid form: Line Items, Item Numbers, Description of Item, NCDOT Specification reference section, and the estimated quantities. There should be two columns for the bidder to add their unit bid prices and extended dollar amounts.

Signature Sheet – This sheet is provided for signatures of the approving town official and town attorney, if required, to execute the contract. Some will also include an area for the Contractor's signature. When the bidder submits the proposal and is signed (executed) by the LGA, it becomes the contract. As stated before, another signed document or post-bid agreement with the contractor is not necessary or allowed.

Payment and Performance Bonds - These are usually inserted loosely in the bid document, as these are not required until several days after the bid is submitted.

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